User Impact Notice #3

August 21, 2019

Overview: Accounting for Personal Leave with Official Travel (PLOT)

Business travel can take us to exciting destinations as well as comfortable and familiar places. If you receive approval to take leave at your Temporary Duty (TDY) location, there are a few steps to ensure you remain in compliance with travel regulations.

Scenario: Personal Leave in conjunction with Government Travel to Orlando Conference

I am approved to go to a conference in Orlando, Florida traveling Monday, September 2, with the conference ending Friday evening, September 6. My family will join me after the conference ends to visit Disney World together. I plan to take a day of leave Monday, September 10 before traveling home. How do I ensure that I am not reimbursed by the government for my personal time?



DID YOU KNOW?

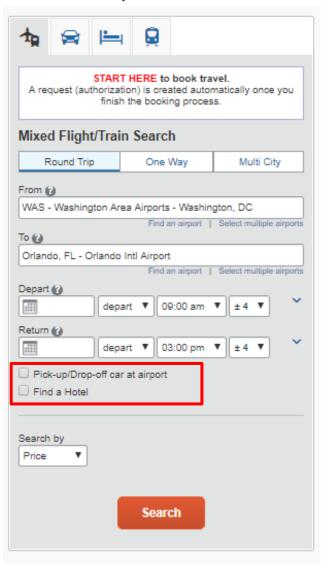
Before your trip, check your agency's guidelines and the Joint Travel Regulations for using government rates for hotel and rental car while on personal leave.

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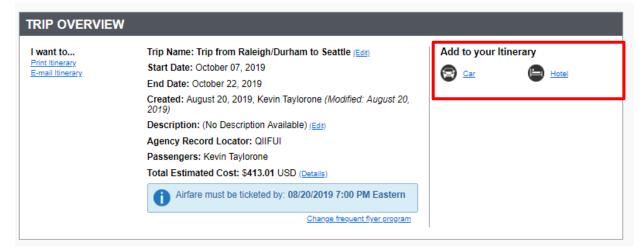
Attachment #1 – How do I account for Leave Days on my TDY Request?

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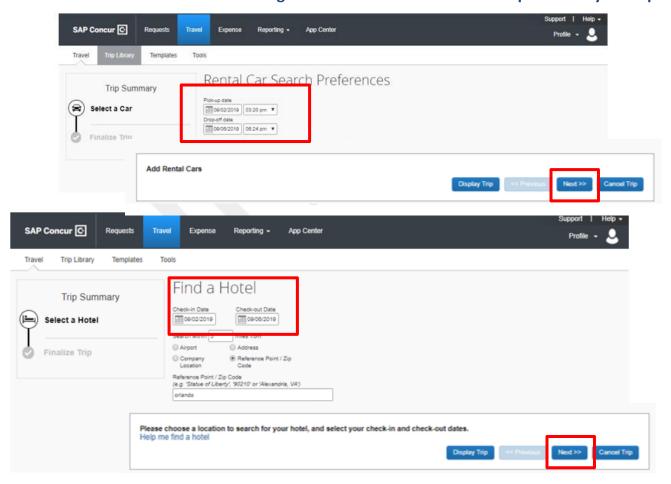
- 1. Select your trip dates. By default, the car and hotel will be based on the departure and return dates. Hotel is checked by default.
- 2. If you plan to take leave with official travel, ensure the options for car and hotel are both unchecked—you will add those later based on your itinerary and leave dates.



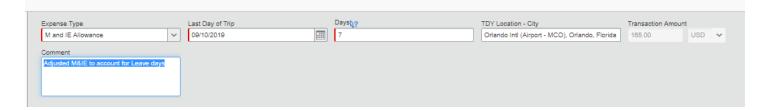
3. Car and Hotel can be added to itinerary using customized dates after selecting flights.



4. Customize the car and hotel begin and end dates for the billable portion of your trip.



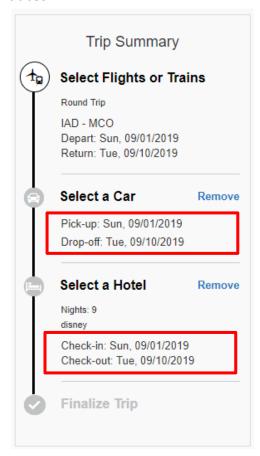
5. Adjust the Meals and Incidental Expenses (M&IE) to reflect leave days and you are set!



Attachment #2 – Oh no! I already reserved Car and Hotel. How do I make corrections to the dates?

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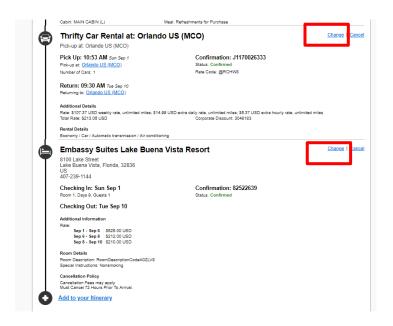
 If you inadvertently reserved car and hotel for the full trip to include personal leave dates, this is reflected on the reservation and must be adjusted to reflect the personal leave dates.



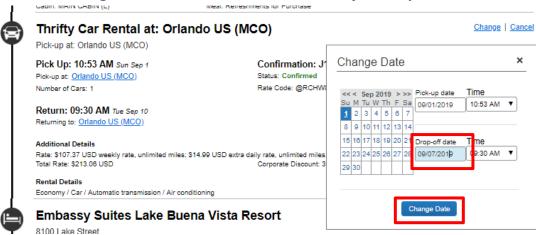
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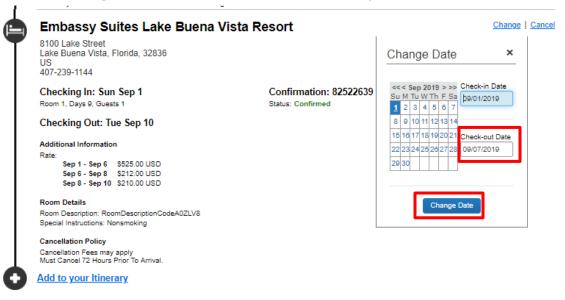
2. At the Reservations confirmation screen, note the option available to Change the Car and Hotel selections.



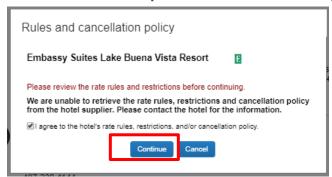
3. Select Change next to the car reservation to adjust drop off date.



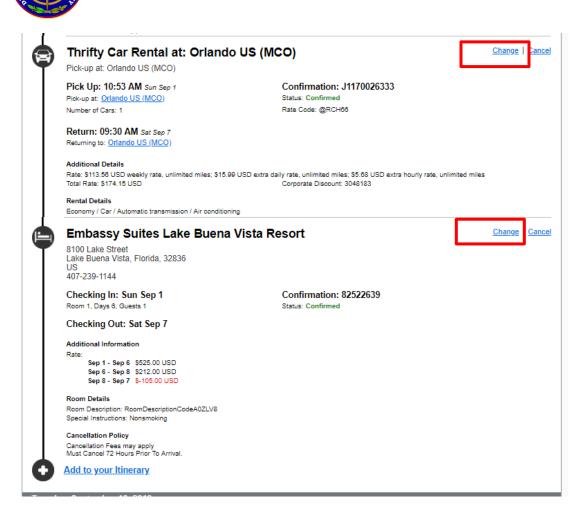
4. Select Change next to the hotel reservation to adjust check out date.



5. Review and accept rules and cancellation policy



6. Follow the wizard to review the adjusted Reservations overview, finalize your trip, and confirm your adjusted itinerary.

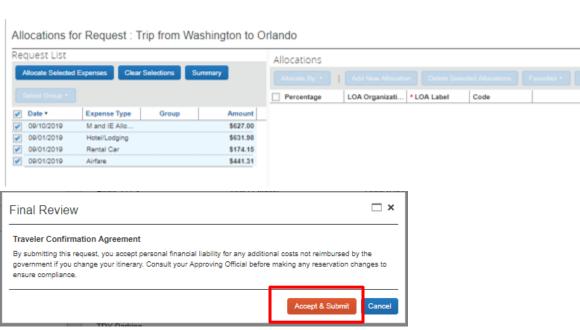


7. When presented with the Request screen, review and correct any missing fields and enter comments as required by your approver.



8. Save and allocate to the appropriate line of accounting before final review.

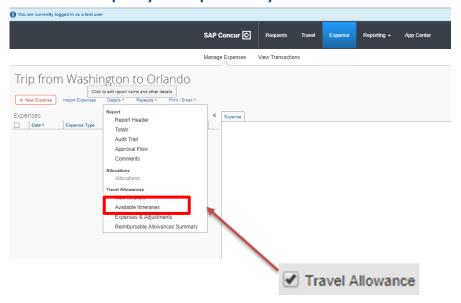




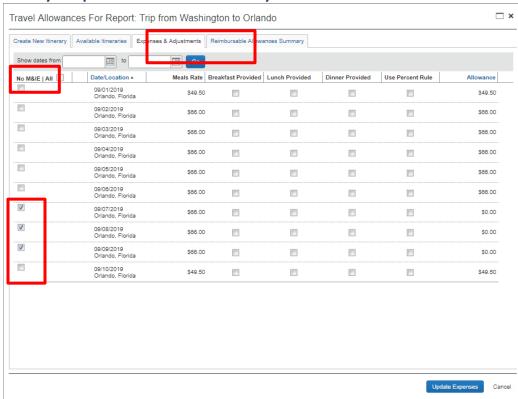
Attachment #3 – How do I ensure M&IE allowances are correct?

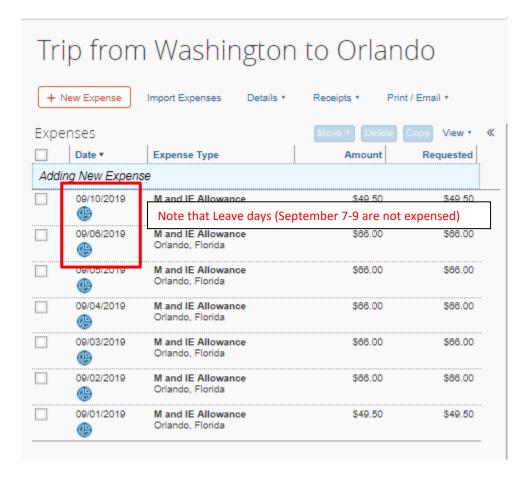
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1. Review and import your trip itinerary



2. On Expenses and Adjustments tab, review the column labeled 'No M&IE' to CHECK MARK the days of personal leave to ensure you do not receive entitlements.





References

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